

BUS DRIVER

Class Definition

Under general supervision, operates passenger coaches on designated and special routes.

Distinguishing Characteristics

Bus Driver is the journey level class responsible for the operation of passenger coaches on assigned routes and special routes which require maintaining predetermined schedules. An incumbent provides information to passengers concerning schedules, routes and transfers and performs pre and post vehicle operational checks. Bus Driver is distinguished from Transit Supervisor in that the latter schedules, dispatches and supervises the activities of a number of Bus Drivers on an assigned shift. Bus Driver is distinguished from Mini Bus Operator in that incumbents of the latter operate small passenger carrying vehicles equipped to transport handicapped passengers.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned).

Operates passenger coach on an assigned route to meet a designated schedule; picks-up and discharges passengers at regular stops; checks for proper fare; issues and receives transfers; counts riders; assists passengers when needed.

Provides information to the public concerning routes, schedules, and transfer points; reports and accounts for lost articles; completes various reports, such as daily operation and accident reports.

Performs pre and post operational checks of coaches including damage or defects in body, tires, lights, mirrors, instruments, brakes, and other equipment for rider and driver safety and convenience; reports all defects or deficiencies found during such checks.

Operates passenger coaches on special routes.

May instruct new drivers in the operation of passenger coaches in accordance with safety regulations and established procedures and schedules.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the traffic laws, ordinances, and rules applicable to passenger coach operation.

Knowledge of the safety requirements and hazards involved in operating a passenger coach.

Ability to deal effectively and courteously with the general public.

Ability to get along with other employees and transit management personnel.

Ability to detect operating defects in automotive equipment.

Skill in the operation of passenger carrying vehicles.

Minimum Qualifications

Three years of licensed experience in the operation of motor vehicles, and one year of work experience involving public contact.

Necessary Special Requirements

Must obtain a valid class B California Driver*s License by the end of the initial training period, normally four weeks, and maintain a valid Class B California Driver*s License for the entire term of employment in this class.

Possession of a valid Class C California Driver*s License at time of filing application.

APPROVED: _____

Director of Personnel

DATE: _____

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+535/SPEC7